

# Property Management Reference Guide

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**Property Management  
Comptroller/Financial Management Department  
NAWCWD**

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## Section 1. GENERAL PROPERTY DEFINITIONS

### 1. Property Management Guidance

The Property Management function at NAWCWD is governed by the SECNAVINST 7320. This manual provides guidance on all aspects of property tracking including the addition of new records, life cycle policies, inventory, and disposal.

### 2. Property Classes

Class 1:	Land
Class 2:	Buildings
Class 3:	Also known as capital assets. Equipment equal to or greater than the investment/expense funding threshold used by Congress (currently \$100,000) and with a useful life of at least 2 years. Any equipment purchased with Capital Purchase Program funds (CPP).
Class 4:	Industrial Plant Equipment (IPE). Class 4 includes manufacturing equipment such as grinders, metal working lathes, and welders. Class 4 is always in the FSC (Federal Supply Classification) of 34.
Class 5:	Also known as minor property, class M, and personal property. Property acquired for immediate use and having a unit cost of \$5000 to less than the investment/expense funding threshold used by Congress (currently \$100,000) and having a useful life of <u>more</u> than 2 years. Minor property also includes equipment exceeding the investment/expense funding threshold used by Congress and having a useful life of <u>less</u> than 2 years.

### 3. Congressional Threshold History for Classes 3 and 4

The congressional threshold has been different in past years. See chart below.

<u>Dollar Amount</u>	<u>Effective Date</u>
\$ 5,000	1990 and Before
\$ 15,000	Oct. 1991
\$ 25,000	Oct. 1993
\$ 50,000	Oct. 1994

\$ 100,000

Oct. 1995

#### 4. Additional Property Terms

**Accessory Item.** An “accessory“ facilitates or enhances the operation of equipment but is not essential for its operation (example: remote control device).

**Auxiliary Item.** An “auxiliary ” item is necessary for the operation of the parent equipment (example: motor used to drive pumps).

**Classified Equipment.** Equipment which requires protection and control in the interest of national security.

**Pilferable Equipment.** Equipment that is easily transportable or concealable, having a ready resale value or application for personal use and is subject to theft.

**Sensitive Equipment.** Equipment which requires a high degree of protection and control due to the statutory, regulatory, or mission requirements (e.g., highly technical devices).

## **Section 2. ACRONYMS**

Following are common acronyms used by Property Management.

ADPE	Automated Data Processing Equipment
ADP CIO	Automated Data Processing Chief Information Officer (formerly DARIC, Defense Automation Resources Information Center)
CAP	Contractor Acquired Property
CNA	Certificate of Non-Availability
CPP	Capital Purchase Program
DGSC	Defense General Supply Center (formerly known as DIPEC)
DIPEC	Defense Industrial Plant Equipment Center (replaced by DGSC)
DRMO	Defense Reutilization and Marketing Office
FSC	Federal Supply Classification
GBI	Gains By Inventory
GFE	Government Furnished Equipment (also called GFP, Government Furnished Property)
GPRA	Government Property Removal Authorization
GSA	General Services Administration
IMRL	Individual Material Readiness List
IPE	Industrial Plant Equipment
ISSC	Information Systems Security Coordinator
JON	Job Order Number
LAMS	Local Asset Management System

MWR	Morale, Welfare, and Recreation
NIIN	National Item Identification Number
NRP	Non-Responsible Person
NSN	National Stock Number
PEP	Plant Equipment Package
PMIC	Precious Metals Indicator Code
PRC	Property Record Card
UIC	Unit Identification Code
UPC	Universal Product Code
WDPS	Weapons Division Property System



## Section 3. BAR CODING LOGISTICS

### 1. Bar Coding Criteria

Bar coding is required for equipment meeting the following criteria:

- a. Computers (laptop and hand held, etc), palm pilots, printers (plotters), cameras (still, video, digital etc.) (*regardless of cost*).
- b. Acquisition cost of \$5000.00 or more with a useful life of 2 years or more.
- c. Anything purchased with Capital Purchase Program (CPP) funds regardless of acquisition cost or estimated useful life.
- d. Equipment that is classified or sensitive (not the data it may contain).

### 2. Other Types of Equipment to Bar Code

**Gains By Inventory.** Bar code at the same dollar criteria as new equipment, based on the original value. The equipment class is based on the current threshold.

**Equipment Transferred in From Other Activities.** Bar code at the same dollar criteria as new equipment, based on the original value. The equipment class is based on the current threshold.

**Equipment Withdrawn From a DRMO.** Bar code at the same dollar criteria as new equipment, based on the original value. The equipment class is based on the current threshold.

**Contractor Acquired Property.** Equipment originally purchased by a contractor is bar coded when custody is permanently transferred to the government. The equipment class is based on the criteria for the year the government accepted custody.

**Leased Equipment.** When previously leased equipment is purchased, it must be bar coded based on the cost of the purchase (does not include previous lease costs). The equipment class is based on the criteria for the year it was purchased.

**Equipment Built On-Site.** Equipment that is created on-site is bar coded once operational. Acquisition cost is estimated according to the original purchase price of all components used. The equipment class is based on the current threshold.

### **3. Equipment Not Bar Coded**

There are many types of equipment not bar coded at NAWCWD. These include non-standard funded items and those under the cognizance of other activities.

- a. Examples of equipment considered non-plant property (NPP) are listed below. These are the most common types, but the list is not all inclusive. For further information contact Property Management.
  1. Airborne and Fleet equipment
  2. Equipment managed by other activities such as IMRL and LAMS (usually marked with their own tags)
  3. Equipment purchased with non-appropriated funds (e.g., MWR)
    - a. Furniture
    - b. Monitors, hard drives, VCR's, etc. costing under \$5000.00.
  4. Desktop software
  5. Consumables
  6. Equipment that will be destroyed in test (minor only)
  7. Currently leased equipment
  8. Foreign Military Sales (FMS) Unique funded equipment
  9. Items permanently installed in facilities (e.g., alarm systems)
  10. Personally owned equipment
  11. Contractor owned equipment
- b. NAWCWD does not bar code or manage equipment belonging to tenant activities unless requested by a tenant through formal agreement. Some examples of NAWCWD tenants are:
  1. VX-9
  2. Commissary
  3. Explosive Ordnance Detachment (EOD)
  4. Marine Aviation Detachment (MAD)

## Section 4. PROPERTY TAG INFORMATION

### 1. Managing Property Tags

Property Management purchases, tracks, and issues all bar code tags. Property tags and bar code stickers are carefully monitored to ensure they are in the correct format, are unique numbers, and scan properly for inventory.

Property tags have 11 numbers consisting of the five digit Unit Identification Code (UIC) of the issuing activity, and a unique six digit serialized number. Bar code stickers have “bars” created in the Navy standard 3-of-9 format.

See section 11 for examples of the property tags mentioned in this section.

### 2. Colors of Tags

Two colors of bar codes are used to tag NAWCWD equipment.

**Green** tags are used to bar code class 5 (minor property).

**Yellow** tags are used to bar code classes 3 and 4 plant property.

### 3. Other Types of Tagging

There are other methods available to bar code equipment that cannot be bar coded with paper tags. Contact Property Management for further information on any of these tagging methods.

**Brass/Metal Tags.** Metal tags with property numbers (but no “bars”) are used on heavy duty or outdoor equipment and are usually riveted onto the equipment. These tags are issued only by Property at China Lake. At Point Mugu the metal tags are made by the customers, using a number issued by the Property Office.

**Paint Pens.** Permanent paint pens can be used to write the bar code number on items that are too small for a tag (e.g., camera lenses). The bar code number written must include the UIC and tag number. The written bar code number represents a paper tag and will not be created by the user or code.

**Etching.** An etcher can be used to permanently mark the bar code number on an item. The bar code number must include the UIC and tag number. The number used represents a paper tag and will not be created by the user or code.

#### **4. “Non Plant Property” Tags**

A “Non Plant Property” tag is a visual aid indicating an item doesn’t meet bar coding criteria. This helps users identify items that are under the money and helps the inventory team when looking for items not tagged.

These tags may be ordered through DAPS or you can create your own using the sample format in section 11.

#### **5. “Part Of” System Component Tags**

“Part Of” tags are used to identify individual system components that aren’t bar coded. A “system” is a group of unique and dedicated items that work together as a unit and can be tracked under a single bar code number. Contact Property Management for further clarification or special cases.

When using “Part Of” tags, record the system bar code number on each sticker. Apply a “Part Of” tag to each component that is not individually tagged. Property Management provides “Part Of” tags or you can create your own. See the sample format in section 11.

#### **6. Property Tag Handling**

When accepting custody of a group of tags, the user is accountable for each one. The Property Office recommends these tags be controlled and a log maintained showing to whom each number was issued. Property will provide a NAWCWD 7321/3, Property Tag Log, at the time the tags are issued (see sample in section 12).

- a. Issue the tags in numerical order.
- b. If you have custody of property tags and change codes, notify Property Management or if you plan to leave NAWCWD, return any unused tags to Property Management.

#### **7. Bar Code Tag Problems**

- a. If a new bar code tag won’t stick to the equipment, and it’s not in WDPS, attach it to a sheet of paper and send it to Property Management, 762200D/E. Provide a short explanation of the problem and issue another bar code number to that item. If it appears that no tag will adhere to the equipment, refer to paragraph 3 above or call Property Management for assistance with other types of tagging, 939-3425 option #3 (DSN 437).
- b. If an old bar code tag no longer sticks to the equipment, send the tag to Property Management with a short explanation. A duplicate bar code tag will be provided by Property Management. Do not issue a new number to the equipment.

## **8. Warranties/Exchanges/Repairs**

If you return equipment to a vendor or manufacturer (for repair, exchange, etc.), you must remove the bar code tag from the equipment (Note: placing the sticker on top of a piece of tape makes reusing the tag easier).

- a. If you receive the same item back, reapply the original bar code tag. If it no longer sticks to the equipment, contact Property Management for a duplicate.
- b. If you receive a different item back (i.e. different serial number) issue the item a new bar code tag.
  1. Record the equipment information as discussed in section 5, making sure to note the original item's bar code number in the Remarks field of WDPS.
  2. Send the old bar code tag, with an explanation and reference to the new number to Property Management, 762200D/E, who will archive the old record in WDPS.

## **9. Transfers to Other Activities**

If you transfer a piece of equipment to another Navy activity, leave the property tag on the equipment. Contact Property Management for further information or special situations.

If you transfer a piece of equipment to a non-Navy activity, the tag must be removed before shipment. Attach the tag to a copy of the signed transfer document, and send it to the Property Office who will archive the record in WDPS. Contact Property Management for further information or special situations.

## Section 5. RECORDING NEW ACQUISITIONS

### 1. The Weapons Division Property System (WDPS)

The Weapons Division Property System is the data base tool used to “store” NAWCWD plant and minor equipment records. WDPS contains the equipment and financial information necessary to comply with SECNAV and NAWCWD property policies. Equipment is not considered officially recorded until approved into this system.

### 2. Information to be Recorded - Minor Property

All items discussed below are mandatory unless stated otherwise.

The requested data is listed in the order used when inputting new records into WDPS. The equivalent DD 1342, DOD Property Record Card (PRC), blocks are: 3, 6, 8, 14, 15, 16, 17, 25, 26, 28, 54 (see the formats in section 12).

There is a form used at NAWCWD for recording equipment. See section 12 for an example of the Equipment Information Worksheet.

**UIC/Tag No. (block 3):** Enter the unit identification code, and the last six digits on the bar code tag. The UIC’s at NAWCWD are:

Albuquerque/China Lake	=	N60530
Point Mugu	=	N63126
Point Mugu (Pre-consolidation)	=	N61756
White Sands	=	N61762

**Acquisition Type:** Enter the correct WDPS acquisition type code. Refer to the WDPS reference tables for valid acquisition types (section 13).

**Acquisition Date (write-in block 54):** For a new purchase, enter the date the item was received. For a gains by inventory (GBI) item, enter the date it was discovered or the date of data entry.

**Manufacture Year (block 8):** Enter the year the equipment was manufactured. See paragraph 5 below for items with an unknown manufacture year. If the year is estimated, include an “E” at the end (e.g., 1997E).

**Acquisition Cost (block 6):** Enter the exact acquisition cost of the item as shown on the purchase document. If there are transportation or installation charges, add them to the cost.

If the item is a system, the acquisition cost will include the cost of all components. See paragraph 5 below to determine the acquisition cost for GBI's.

**Requisition No./Document No. (block 25):** Fill in the requisition number or other document number used for the purchase. A word, such as "SPEDI" is not a valid entry, this field should contain a number. The only exception is when entering a GBI, enter the word "GBI" in this field.

**JON (write-in block 54):** Fill in the job order number used to purchase the item.

**Residual JON:** If the JON is 1995 or older, enter Y for "Yes". If the JON is 1996 or newer, enter N for "No". If the item is a GBI, this will fill in automatically.

**Procurement Type:** Enter the procurement type (e.g., 1 = contract number). Refer to the WDPS reference tables for a list of procurement types (section 13).

**Contract No. (block 25):** Enter the contract number for the purchase if available.

**Remarks (write-in block 54):** Enter any additional information you would like to provide. If the item is a system, each component of the system must be listed in this field. If the Remarks area is too small, the component list must be included in the documentation file for the item.

**Cage Code (block 15) (Optional):** Enter the five digit cage code if available.

**Manufacturer Name (block 14):** Enter the full manufacturer name of the item. For example, Tektronix, Inc., or Hewlett Packard Co. If the name is unusually long, use the Remarks field to record the entire name.

**Model No. (block 16):** Enter the model number of the item, not the name. The model number is usually found on the back or the bottom of the equipment. If there is no model number, enter the word NONE and the first letter(s) of the nomenclature. For example, a disk drive without a model number would be entered as NONEDD and a computer without a model number would be entered as NONECPU.

**Serial No. (block 17):** Enter the full serial number of the item. If none is found, give it the same number as the bar code tag (example: N60530-430000). Paint or etch this "generic" serial number on the item.

**Code (block 28):** Enter the owning code.

**Cost Center (block 28):** Enter the Performing Cost Center (PCC) of the code financially responsible for the equipment.

**Bldg. (block 28):** Enter the building number where the equipment is located.

**Location (block 28):** Enter a room or additional location if available.

**User (block 28):** Enter the name of the person who is actually using the equipment. The User can be the same person as the Equipment Manager.

If the User is someone other than a government employee from China Lake, Point Mugu, Albuquerque, or White Sands, add the initials NRP (Non-Responsible Person) after the name. A User can be anyone working at NAWCWD, including contractor or tenant activity employees, unless specifically prohibited by their employer.

A government employee named in the user field can be held financially responsible for the equipment.

**Equipment Manager (block 28):** Enter the name of the Equipment Manager designated for your organization. It can be the same person as the user of the item.

**Nomenclature (block 26):** Enter what the item is (e.g., portable computer, printer, multimeter, etc.), not its manufacturer trade name or common name.

### 3. Information to be Recorded - Plant Property Class 3

In addition to the fields used in a minor property equipment record, there are other fields required for class 3 property.

All items discussed below are mandatory unless stated otherwise.

The requested data is in the order used when inputting into WDPS. The equivalent PRC blocks are: 5, 9, 18, 19, 20, 21, 22 (see the formats in section 12).

**Component Group UIC and Tag:** Leave blank. This field is not being used at this time.

**Transportation:** Enter the transportation charges for the equipment item if applicable. This is a notation field only. The charges should already be included in the acquisition cost.

**Salvage Value:** Leave blank. This field is not being used at this time.

**CNA (block 22):** This field is no longer used.

**Call:** Leave blank. This field is not being used at this time.

**Commodity Code (block 5):** This is a field used only for class 4, Industrial Plant Equipment (IPE).

**PMIC:** Leave blank. This field is not being used at this time.



**Hazardous Material:** Leave blank. This field is not being used at this time.

**Sponsor UIC (Optional):** Enter the UIC of the sponsor who has cognizance over the equipment.

**Installation:** Enter the installation charges for the equipment item if applicable. This is a notation field only. The charges should already be included in the acquisition cost.

**Operational Date:** Leave this field blank. It will automatically fill in during data entry.

**NIIN (block 5):** Enter the last nine digits of the 13-digit National Stock Number if available.

**CPP ID No.:** Leave this field blank. It will automatically fill in during data entry.

**Power Code (block 9):** Leave this field blank. It will automatically fill in during data entry.

**Length (block 18):** Add the length of the equipment (in inches), plus 24 inches (or the exact skid length if applicable), then round up the sum to the next foot. **Not required at this time.**

**Width (block 19):** Add the width of the equipment (in inches), plus four inches (or the exact skid width if applicable), then round up the sum to the next foot. **Not required at this time.**

**Height (block 20):** Add the height of the equipment (in inches), plus 10 inches (or the exact skid height if applicable), then round up the sum to the next foot. **Not required at this time.**

**Weight (block 21):** Determine the weight of the asset including accessories and attachments (estimate if necessary). If the item weighs under 500 pounds, round the weight to the NEAREST 10 pounds and enter that amount. If the asset weighs over 500 pounds, round the weight up to the NEXT 100 pounds. **Not required at this time.**

**Accumulated Depreciation:** Leave this field blank, it is for Comptroller use only.

#### 4. Class 4 Property

Class 4 property shares all the fields of class 3 and minor property, but also has some additional requirements. If you have or will obtain class 4 property, contact the Property Management office for further instructions.

#### 5. Estimating for GBI's

GBI's by definition do not have purchase documentation to record the mandatory fields. To complete a GBI record, some information must be recreated.

- a. Determine or estimate the manufacture year if it's not on the equipment.

1. Call the manufacturer or consult product catalogs. Manufacturer information can also be found in the Thomas Register on the internet. The register is located at address <http://www.thomasregister.com>. On-line registration is required, at no cost, to use the system.
  2. Access WDPS and look for comparable items. Estimate the manufacture year by comparing the current item to items from the same manufacturer with similar serial numbers.
- b. Estimate the acquisition cost in the same way you would estimate the manufacture year. Consult manufacturer information or compare items in the database. It's common to take the average of three similar items to arrive at an estimated acquisition cost
  - c. Documentation requirements are the same for class 3 GBI's as for new acquisitions. However, since there is no financial documentation to attach to the file, a "Memo to File" must be created to replace the missing documentation. The memo must contain the steps taken to find purchase documents, the final determination, the basis for the cost used, name, and date.

Enter the "Memo To File" statement in the Remarks field.

**Example:** GBI MEMO TO FILE CREATED 11/14/01AB

For class 5 (minor property) a short statement as to why there is no purchase documentation and what you have done to locate any is required in the remarks section.

## **6. Data Entry**

The last step in the bar coding process is entering the information for each tagged item into the WDPS data base. For further information about entering new acquisitions, consult the WDPS User's Guide or contact the Property Management help desk.

## **7. Approval of New Acquisitions**

New acquisitions are entered into a temporary table in WDPS. Property Management reviews the items in the temporary table daily and "approves" records that are complete and satisfy the input standards. Approval moves a record from the temporary table to the permanent table. Once approved, the record is an official plant account record.

The approval process involves the following:

- a. Property reviews the temporary record for completion and correctness of all required fields (per paragraph 2 above).
- b. Property will approve records that are complete.
- c. If any fields do not meet this criteria, the inputter receives a phone call or is sent an e-mail message identifying the problem and requesting additional information or correction.
  1. If a problem can't be resolved, document the results and the reasons and forward to Property Management.
  2. The inputter is notified when the record is approved to the permanent table.

## Section 6. TRANSFERS AND UPDATES

### 1. Purpose

Once equipment is entered into WDPS, the records must be kept current. The ownership and location information should be updated each time a change is made. Maintaining current records assists owners in managing assets, the property inventory team in locating equipment for reconciliation, and NAWCWD in ad hoc reporting requirements.

### 2. Location Changes/In-House Transfers

When equipment status changes (e.g., building, room, ownership) it should be physically sighted, new information recorded, and changes signed on paper or electronically.

- a. Physically verify the serial and model number. If there are any discrepancies with WDPS, contact your Equipment Manager to have the data base corrected.
- b. A signature is required from both relinquishing and accepting users when transferring equipment to a new code and/or user.
- c. Equipment transfers can be performed on-line directly from one person to another in WDPS.

### 3. NAWCWD 7320/3, Notice Of Equipment Transfer/Disposition

NAWCWD 7320/3 is used for transferring equipment from person to person or to the disposal warehouses (see sample in section 12). This form is not used for transfers off-station. Fill out the form as shown below. Enter the NAWCWD 7320/3 information into WDPS to complete the transaction.

**Transfer or Disposal:** Check the appropriate box for your transaction. You cannot include both types on the same document.

**Submittal Date:** Enter the current date.

**To:** Enter the name of the Equipment Manager the form will be sent to, if appropriate. For disposal transactions enter “Disposal”.

**From:** Enter the name of the person initiating the transaction or Equipment Manager.

**Relinquishing User Information:** These fields are self-explanatory. Enter the appropriate information and sign in the signature box. The form will not be accepted by Disposal or Property without a signature.

**Accepting User or Disposal Authority Information:** These fields are self-explanatory. Enter the appropriate information and sign in the signature box. If the accepting User is Disposal, they will fill in this information, including Warehouse Location, and will sign the form. The transfer is not complete without this signature.

**Identification:** Enter the UIC and bar code number for each item being transferred.

**Nomenclature:** Enter what the item is, not it's manufacturer or trade name.

**Model Number:** Enter the model number for each item.

**Serial Number:** Enter the serial number for each item.

**Payoff/Book Value (Optional):** Enter the current Book Value in WDPS for each item.

**New Location:** Enter the new Building and Location (e.g., room, out-building, cubicle designation, etc.). If the equipment is being transferred to Disposal, leave this area blank. It will be filled in by the warehouse personnel.

**Working:** Check the Yes or No box for each item. This is mandatory for equipment going to Disposal.

**Declassification Method (Disposal Only):** Check the Degauss or Overwrite box as appropriate for ADP equipment.

**Person(s) Responsible for Sanitizing Equipment (Signature) (Disposal Only):**  
The person(s) who sanitized the ADP equipment.

**Div/Dept Authorizing Signature, Date:** The person authorized to release equipment in your organization. This is mandatory for equipment going to Disposal.

#### **4. NAWCWD 7320/1, Government Property Removal Authorization (GPRA)**

The GPRA is used to record equipment temporarily away from its home location (see sample in section 12). Equipment can be away from home (AFH) for several reasons such as on loan to another code or user, off-station for use at a residence, on travel, at school, or out for repair. This form can not be used in place of a DD 1149, Requisition and Invoice/ Shipping Document, when equipment is to be transferred permanently to another facility.

Property will periodically review equipment in AFH status and provide notification to owners of expiring GPRA's.

Fill out the GPRA as shown below. Enter the GPRA information into WDPS to complete the transaction.

**Name Of Requester:** Print the name of the person who will have custody of the equipment while it's away from home.

**Owning Code:** Enter the code that owns the equipment.

**Telephone No.:** Enter the phone number of the requester.

**Request Date:** Enter the date.

**Due Date:** Enter the date the equipment will be returned. The GPRA form is valid for a maximum of 1 year. After one year a new form must be filled out to continue the AFH status.

**Date Returned:** Enter the date the equipment was returned.

**Equipment Manager:** Enter the Equipment Manager for the equipment.

**Telephone No.:** Enter the phone number of the Equipment Manager.

**Temporary Location of Equipment:** Enter the location of the equipment while it's AFH, such as the home or school address.

**Bar Code No.:** Enter the tag number(s) of the equipment. This form can have multiple entries.

**Serial No.:** Enter the serial number(s) of the equipment.

**Model No.:** Enter the model number(s) of the equipment.

**Justification if Equipment is ADPE:** Contact ADP Security for the justification requirements.

**Signature of Requester:** The requester must sign this box.

**Date:** Enter the date the requester signed the form.

**Authorizing Signature:** The person designated authority to release equipment for the organization must sign this box.

**Date:** Enter the date the authorizing person signed the GPRA.

**ISSC Signature:** The ISSC must sign here for ADP equipment. Contact ADP Security for further information on the requirements.

**SID No.:** Enter the SID number for the ADP equipment.

## 5. Updating Costs for Internal Equipment

The acquisition cost must be updated if an item is altered by removing internal items that are not replaced, or adding upgrades.

Look up the bar code record in WDPS and check the Class field when there is a value change to an item.

- a. If it's class 3 or 4, contact a Comptroller representative for further instructions. The Comptroller makes all financial changes to class 3 and 4 equipment. Source documentation could be requested.
- b. If the item is class M (minor), add or subtract the cost of the current transaction to the acquisition cost in WDPS to determine the new acquisition cost.
  1. If the cost is still under the congressional threshold, update the data base to reflect the new acquisition cost. Enter a statement in the Remarks field of WDPS describing the transaction.

**Example:** ADDED \$ FRM STUB# 0000-0000 11/12/97AB

2. If the new acquisition cost goes over the congressional threshold, contact a Comptroller representative for further instructions.

## 6. Overriding a GBI With Purchase Information

A GBI is a bar code record that was entered into WDPS without purchase information. If you find purchase information for the item, the data base record needs to be updated.

Look up the bar code record in WDPS and check the Class field.

- a. If the item is class 3 or 4 forward the purchase information to the Comptroller for updating.
- b. If the item is minor property, WDPS needs to be updated with the correct requisition number, contract number if applicable, JON, and cost. Note the transaction in the Remarks field.

## 7. Reactivating Archived Equipment

Archived equipment found active in the field must be reactivated in WDPS. Reactivation is handled differently based on the reason for archiving.

- a. If equipment is drawn out of DRMO it may not have a bar code tag on it because the Navy tags are generally removed before transfer to DRMO. You must determine if the item was previously tagged, because it will continue to use the original number.

Access WDPS and search for the item by serial number.

1. If you find a serial number match, verify a match to the manufacturer and/or model number also. There are many identical serial numbers in WDPS so additional fields must be checked to be sure it's the same item.
  - a. Contact the Property Office to get a duplicate tag of the original number. Reactivate the record in WDPS, making sure all appropriate location and ownership fields are updated.
  - b. Note the transaction in the Remarks field.
2. If you don't find a match in WDPS, the item will need to be tagged and entered into the data base. Refer to sections 3, 4, and 5 for further information.
- b. If an item was archived by using a DD 200, Financial Liability Investigation of Property Loss, send a copy of the original DD 200 with a note about the recovery, or a new DD 200, used as a Notice Of Recovery, to Physical Security (see form in section 12). This notifies Security that a previously missing, lost or stolen item has been found.

The one exception to this is equipment that was archived by DD 200 for cannibalization. Previously cannibalized equipment should not be reactivated. Contact Property Management for further information.

1. Reactivate the item in WDPS making sure all appropriate location and ownership fields are updated.
2. Note the transaction in the Remarks field.
- c. If equipment was archived by "Erroneous Entry", contact Property Management before proceeding. Generally, equipment in this status should not be reactivated. These records are evaluated on a case-by-case basis.



- d. Equipment archived by GFE status cannot be reactivated by Equipment Managers. Contact Property Management for further information.
- e. If equipment was previously transferred off-station and is returned, be sure it has the bar code tag on it. If you need a duplicate tag, contact Property Management.
  - 1. Reactivate the item in WDPS, making sure all appropriate location and ownership fields are updated.
  - 2. Note the transaction in the Remarks field.
- f. For all other archiving types, contact Property Management for further instructions.

## 8. The Remarks Field

The Remarks field in WDPS is a very useful tool in understanding the history of a bar code record. Property Management strongly recommends using this field to aid the equipment owners and anyone else who might view the record, such as the Comptroller. Below are some sample formats and when to use them.

- a. If Building, Location, User, or Equipment Manager fields are updated, change the fields to the correct information and insert the following statement into the Remarks area of WDPS:

**BLDG/LOC/USER/EQUIP MGR PER E-Mail/ (name of person requesting the update) (update date) (updater's initials)**

The first part of the statement lists all of the fields updated. The notation e-mail refers to an e-mail message but it can be replaced with TX, for a Notice Of Transfer, or MEMO, or EQUIP LIST, etc. as appropriate. The requester's name and date of the transaction are added at the end.

**Example:** BLDG/USER PER E-MAIL/J. DOE 8/13/97AB

- b. When equipment is transferred between two parties, each should make the appropriate comment:

**Relinquishing User:**

**TX FRM (relinquishing user) (update date) (update's initials)**

**Accepting User:**

**TX TO (accepting user) (update date) (update's initials)**

**Example:** TX FRM J. SMITH 8/13/97JS  
TX TO S. DOE 8/13/97SD

- c. All other transactions are noted in a similar manner as appropriate. It's important to include what transaction occurred, by who's authority, the date, and initials of the person performing the update. Contact Property Management for further information.

## 9. Common Updating Acronyms

Below are abbreviations commonly used in the Remarks field. This can help in understanding existing notations, as well as provide standard examples for future data entry.

CHG REQ	=	Change Request (this form has been replaced by the Notice Of Transfer/Disposition and should <u>not</u> be used today)
CUST	=	Custodian (this term and acronym are no longer valid and are <u>not</u> used today)
CXR	=	Custodian Number (this term and acronym were used with the old China Lake property system and are <u>not</u> used today)
DX/DXED	=	Archived to DRMO (these acronyms are no longer valid and are <u>not</u> used today)
EQUIP LIST	=	Equipment Listing
FRM	=	From
GPRA	=	Government Property Removal Authorization
QM	=	QuickMail (this program no longer valid. E-Mail is now used).
TX/TXED	=	Transfer/Transferred
U'D	=	Archived by "unconditional delete" (this term is no longer valid and is <u>not</u> used today)

## **Section 7. DISPOSING OF EQUIPMENT**

### **1. General Disposal Information**

The Disposal/Reutilization processes and warehouses at NAWCWD serve two purposes. They provide a way for equipment users to turn in excess equipment in an expeditious manner, and they provide a central location for the reutilization of excess equipment by other on-site customers and other government agencies.

### **2. Disposal Processes**

The disposal processes are different at China Lake and Point Mugu, and under the cognizance of different groups.

#### **a. China Lake**

1. The warehouse hours at the China Lake facility are:

Receiving equipment	Tuesday	8:30-2:00 –By appointment
Viewing available equipment	Wednesday Thursday	8:00 to 11:30 & 12:30 to 3:00

There is a test bench available during the viewing hours for customers to check equipment before transferring it out of the warehouse.

2. Items accepted by Disposal:
  - a. Bar coded equipment that is excess to need, broken, or obsolete.
  - b. Cannibalized equipment with a signed DD 200.
3. Items not accepted by Disposal:
  - a. Equipment currently on a contract as Government Furnished Equipment (GFE).
  - b. Equipment not bar coded or not recorded in WDPS.
  - c. Cannibalized equipment without a signed DD 200.
  - d. Software.
4. To dispose of bar coded equipment perform the following:

- a. Complete NAWCWD 7320/3, Notice Of Equipment Transfer/Disposition, listing all bar coded items to be turned in for disposal (see sample in section 12 and instructions in section 6.3).
  - b. Verify that the manufacturer, model and serial number for each item on the list matches WDPS. If necessary, correct the information in the data base before your disposal appointment.
  - c. Contact Property Disposal at 939-2101 to request an appointment to turn in the equipment. To request an appointment via the internet, <http://on-site.nawcwpns.navy.mil/~property/index.html>. Fax 939-8562 or e-mail an advance copy of the NAWCWD 7320/3 to the Disposal office so that it can be reviewed for GFE and items not in WDPS before the appointment.
  - d. Prepare ADP equipment by disconnecting any keyboards, mice, cords, etc. Put those items in a box and turn them in with the equipment. If the original hard drive was removed from the computer and sanitized, replace the hard drive and assemble the computer to its original state. This ensures personnel safety.
  - e. Deliver the equipment to Warehouse 41 on the appointment day.
5. After receiving the equipment, Property Disposal will:
- a. Transfer the equipment from the turn-in code to Property Disposal (Code 97XXXXD) in WDPS.
  - b. Request permission from the Automated Data Processing Chief Information Officer (ADP CIO) to excess the ADP items, and request the DGSC release for Industrial Plant Equipment as appropriate.
  - c. Set up an appointment with a Supply technician to “screen” the equipment. The screening provides information such as the NIIN, PMIC, and FSC required by DRMO. Supply will generate the DD 1348-1A disposal documents for turn-in to DRMO (see sample in section 12).
  - d. Make ADP equipment available in the reutilization area of the warehouse for 21-days to give government personnel a chance to view available items.
  - e. Obtain approval from the ADP CIO to excess the equipment.
  - f. After the viewing period has elapsed, Property Disposal will turn in the DD 1348-1A's and equipment to DRMO.

- g. Archive the bar code records in WDPS from the receipt DD 1348-1A's.
- 6. To dispose of non-plant property (e.g., furniture) perform the following:
  - a. Contact Supply at 939-2424 for a screening appointment. The Supply technician will create the necessary DD 1348-1A's and send them in the guard mail.
  - b. After receiving the disposal documents, call DRMO at 939-2502 for an appointment to turn in the equipment and paperwork.
- b. Point Mugu

The Disposal operation is performed by the Defense Reutilization and Marketing Office DRMO at Port Hueneme. Property performs the data entry for these transactions:

- 1. Warehouse hours:

Contact Port Hueneme DRMO for the warehouse schedule.

- 2. Items accepted/not accepted by the warehouse:

Contact DRMO at 982-3396 for information on what type of equipment is processed at this facility.

- 1. To dispose of bar coded useable and non-useable equipment perform the following:
  - a. Complete form Issue Release/Receipt Document DD 1348-1A
  - b. Verify that the equipment information for manufacturer, model and serial number matches the WDPS data base. If it doesn't match, correct the information in the data base and ensure the DD 1348-1A has the correct information.
  - c. DD 1348-1A copies required for useable and non-useable Equipment.

USEABLE:

Original DD 1348-1A - for DRMO

1 Copy – is placed on equipment

Copy – Customer copy and stamped by DRMO

NON-USEABLE (SCRAP):

Original DD 1348-1A – for DRMO

Copy – Customer copy and stamped by DRMO)

2. Deliver the equipment and the completed form DD 1348-1A to DRMO, Building 526. The warehouse personnel will stamp "Receipt or Sign Off" on customer copy of the DD 1348-1A.
3. Provide a copy of the stamped or signed DD 1348-1A to the Property Office to have the equipment records archived in WDPS.

Any equipment that is cannibalized must be accompanied by a completed DD 200 and processed through the proper channels before excessing.

1. To dispose of non-plant property (e.g., furniture) perform the following:
  - a. Check WDPS to see if the serial number is already in the data base.
    1. If the serial number is not in WDPS, fill out a DD 1348-1A, determine if it is useable or non-useable and follow the instructions in paragraph 2.b.3. above.
    2. If the serial number is in the data base, follow the instructions for excessing bar coded equipment in paragraph 2.b.3. above.
2. Prior to excessing equipment, customers are required to report all ADP to the Defense Information Technology Management System which makes equipment available for reutilization. Web site: <http://ditmas.disa.mil/>

### **3. Data Base Updating**

All data base archiving will be performed by Property Management. Equipment Managers do not have the authority to perform these updates.

### **4. Security Requirements**

Contact Computer Security for specific requirements for sanitizing excessed ADP equipment, and Physical Security for procedures for cannibalized and surveyed equipment.

Computer Security: China Lake 939-2833 (DSN 437)  
Pt. Mugu 939-5432 (DSN 351)

Physical Security: China Lake and Pt. Mugu 939-0991 (DSN 437)

## **Section 8. OTHER DISPOSITION ACTIONS**

### **1. Surveys**

Equipment not found during an inventory cycle or otherwise missing requires the completion of a DD 200, Financial Liability Investigation of Property Loss, (see sample in section 12).

- a. When the form is completed, send the original to Physical Security (Code 841100D), and a copy to Property Management (Code 762200D/E). The Property Office will record the advance copy of the DD 200 as a “Survey Pending” in WDPS.
- b. When Physical Security has processed and signed the form, it is forwarded to Property Management and the bar code record is archived. Contact Physical Security for further information.
- c. If the item is later found, Physical Security must be notified by sending a copy of the original DD 200 marked as “Recovered”, or creating a new DD 200 as a Notice Of Recovery.
  1. Record the current ownership and location information on the DD 200 including user, equipment manager, code, building, and room.
  2. Reactivate the recovered item in WDPS if it has been archived (see section 6.8).

### **2. Cannibalizing**

When internal pieces are removed from equipment for use elsewhere or for spare parts, it is called “cannibalization”. Before equipment can be altered, cannibalization must first be requested and approved through the DD 200 process. Once approved, Physical Security will forward a copy of the signed DD 200 to Property Management who archive the equipment in WDPS.

It is suggested that the equipment be marked as cannibalized so that future users can readily see the equipment is not whole. Property Management has stickers available for this action, or you can make your own per the example in section 11.

### **3. Off-Station Transfers**

A permanent transfer of equipment from NAWCWD to another activity requires the completion of a DD 1149, Requisition/Invoice Shipping Document (see sample in section 12). When the document has been signed by either the person/agency receiving the equipment or by the shipping department, forward a copy to the Property Management Office to have the record(s) archived in WDPS.

- a. If any item is class 3 or 4, send the original history file with the shipment. If you don't have the file, contact Property Management.
- b. Refer to section 4.9 for instructions on how to handle the bar code tags of equipment being shipped off-station.

#### **4. "Erroneous Entries"**

The term "Erroneous Entry" is used to identify miscellaneous problems such as one item bar coded with two different bar code stickers, equipment entered which is later determined to be "under the money" for bar coding, or equipment bar coded individually that is actually internal to another item. These situations require documentation or a memo be provided to Property Management to have the "erroneous" bar code record archived. Contact the Property Office for further instructions regarding these situations.

#### **5. Donations**

Excess Navy equipment is first made available to other government agencies for reutilization. Equipment is made available to approved non-profit and educational facilities if not reutilized by the government. These groups can get equipment two ways.

- a. Approved organizations request equipment directly from the listing posted by the ADP CIO on the internet. If approved, the ADP CIO instructs the reporting agency to ship the equipment to the requester. There is no cost to the reporting agency.
- b. The equipment is excessed to the DRMO office where it can be viewed. The equipment at DRMO is then requested directly from GSA.

Below is the contact name and address of the GSA representative who handles the donation process for China Lake and Point Mugu. The representative can also provide information about becoming eligible to obtain equipment.

Ernie Warren  
Department of General Services (714) 449-5911 or FAX (714) 449-5917  
State Agency for Surplus Property CALNET 666-5911  
701 Burning Tree Road  
Fullerton, CA 92633





## **Section 9. INVENTORY**

### **1. Authority**

The SECNAVINST 7320 requires that all known property be inventoried and reconciled with the Comptroller General Ledger at least once in a three year cycle. NAWCWD has authority to perform a perpetual inventory according to NAVIRSA ltr 7300 Ser 106/084 of 11 Jan 95.

### **2. Purpose**

- a. Physically sight all plant account property.
- b. Validate the location of assets.
- c. Reconcile gains by inventory items (GBI's) found during inventory.

### **3. Approach**

Detailed briefings and training will be provided for each organization before starting the inventory. The perpetual inventory will be performed in three phrases. The following is an overview of the inventory process.

- a. Phase I is the physical sighting of all assets, providing feedback reporting, and clean-up of the black and white bar code tags.
  1. Inventory will be performed using a “team” approach. These teams will consist of a representative from Property Inventory and a code appointed focal point.
  2. An equipment list will be provided to each competency before the physical inventory. To expedite this inventory, it's requested that an internal inventory be performed and all equipment be bar coded before Property Inventory's arrival. PROPERTY MANAGEMENT IS NOT RESPONSIBLE FOR BAR CODING.
  3. The physical count of equipment is performed by using scanners. Bar coded equipment will be scanned and any additional identifying data will be annotated.
  4. Black and white tags assigned approximately 10 years ago, at China Lake, with the incorrect UPC (Universal Product Code) bar format will be changed to the current bar code standard. Also, many of these bar coded items were

never entered into the property system. The Inventory Team will correct this problem by entering them into WDPS.

- b. Phase II is the reconciliation of all uninventoried items and GBI's by department.
  - 1. When the physical inventory of a department is completed, "uninventoried lists" (lists of equipment that was not scanned) will be sent for reconciliation. It's up to the department focal points to locate the equipment, note which items were found and where, sign, and return the "uninventoried lists". For items that weren't located, it's the Department's responsibility to ensure that DD 200's are generated.
  - 2. GBI's are items that are not in WDPS and have no financial documentation, but were physically found in the competency. All potential GBI's will be included with the "uninventoried lists". The department focal points are responsible for getting the equipment bar coded and the information recorded into WDPS.
- c. Phase III includes final reconciliation of missing items and close-out of the inventory.

#### 4. Inventory Reports

Property provides several reports during the course of the inventory.

**Equipment List.** A list of equipment belonging to the department according to the WDPS data base.

**Daily Processing.** A day-by-day report of all areas and items inventoried.

It also includes:

- Items that need new bar codes
- Items that are not being used (potential excess)
- Items that were inventoried in a code that is different from the owning code in WDPS
- Items that are potential Gains By Inventory

**Non-Owning Code.** Items inventoried in codes other than the owning code will be reflected on this report.

**Uninventoried List.** This report lists all items assigned to the organization that have not been physically inventoried or documented as being away from home. Periodic updates are sent to the focal points to show progress.

**Perpetual Inventory Summary.** Statistical inventory information for each competency. It is also available on the Property Management web site, <http://on-site.nawcwpns.navy.mil/~property/>.

## 5. Department Responsibilities

Key personnel and their function in a NAWCWD department perpetual inventory are as follows:

- a. The Department Head is responsible for designating a Focal Point. The Focal Point should be a person who is knowledgeable about the department's plant property and can interact authoritatively on behalf of the department.
- b. The Focal Point acts a liaison between the Perpetual Inventory Team and the department it represents.

The Focal Point is responsible to:

1. Appoint "inventory contacts" within the department.
2. Coordinate and schedule the total department inventory. The focal point ensures the inventory schedule is designed around testing or other conflicts that limits access to facilities, and that all department spaces are inventoried.
3. Provide a list of valid codes and buildings to the inventory team.
4. Notify the inventory team of any special safety requirements (e.g., static guards, special clothing, etc.).
5. Lead the inventory team through each area locating equipment and introducing the inventory team to appropriate area workers.
6. Distribute all inventory reports within the department.
7. Coordinate the search for missing equipment, and reconcile the Uninventoried List.
  - a. Provide weekly updates on the reconciliation progress to the inventory team.
  - b. Share the uninventoried list with appointed division and branch equipment inventory contacts.
  - c. Return the updated and signed uninventoried lists to Property Management.

- d. Ensure that DD 200's are prepared for all missing items and forwarded to:
  - China Lake - Physical Security Branch (Code 841100D) with a copy to Property Management (Code 762200D/E).
- 8. Ensure all GBI's are properly bar coded and the information entered into WDPS.
- c. Department personnel are responsible to:
  - 1. Remove small items (e.g., calculators, tape recorders) from desk drawers, cabinets, etc. and make them visible for scanning.
  - 2. Identify false floors or areas that contain obscured equipment (e.g., communication closets).
  - 3. Identify personal property, which is not included in the corporate inventory.
  - 4. Provide documentation for any asset away from the facility (in use at home, out for repair, on loan, etc.).
    - a. Equipment can be inventoried using documentation if it's not available for physical scanning.
    - b. Examples of valid forms/documentation are GPRA's, shipping requests, purchase orders, or requisitions for repair. These can be supplied to the inventory team before or during the physical inventory.

## **6. Inventory Completion**

When finished, the Focal Point will be notified in writing that the inventory has been completed. The Property Office will provide a close-out package which includes a Perpetual Inventory Summary and a final Equipment Listing.

## Section 10. MISCELLANEOUS INFORMATION

### 1. Class 3 and 4 Documentation Requirements

Plant property classes 3 and 4 require “history files” be created to support the data entry in WDPS. The files contain the purchase and history documentation and will be maintained for the life of the equipment. Copies of these files will be requested during periodic audits of NAWCWD assets by other agencies and occasionally by local offices such as the Comptroller, Property Management, or Command Evaluation.

- a. Class 3 equipment files should include the purchase and invoice documents, shipping receipts, and any documents used to enter the original information such as a filled in WDPS input screen, Equipment Information Worksheet, or PRC. Files should also contain documentation for location changes less than 90 days old.
- b. Class 4 equipment records should have the same documentation as class 3, as well as the specification information (“specs”) provided.

### 2. Property Reports

Most Property reports can be extracted from the WDPS Web Page. The three formats available are on-screen viewing, printed, and ASCII text for downloading. The WDPS Web Page address is: <http://luchiea.chinalake.navy.mil>. Access to these reports is covered in the WDPS User’s Manual.

If there are report combinations not available through this media, contact the WDPS Help Desk for instructions on requesting ad hoc reports.

### 3. Reading the Printed DD 1342

The Property Record Card is the official format for class 3 and 4 property records. The WDPS output for a single bar code record is in this format. The DD 1342 contains the fields discussed in section 5.3 and 4, (some are labeled differently than the input screen) as well as some additional fields generated internally by the system.

**Active/Idle/Initial/Change (blocks 1a,1b,1c,1d)(AIIC in WDPS):** Two of the four boxes are checked on a printout. The designations are generated by the system based on the status of the record.

Active/Initial	=	New item
Active/Change	=	Reactivated item
Idle/Initial	=	Archived or Awaiting Disposal (Code 97XXXXX)

Idle/Change = Not used at this time

**Julian Date (block 2):** The Julian date is printed in this block.

**Commodity Code (block 4):** This prints the FSC number, which is internally linked to the equipment model number.

**Stock Number (block 5):** The NIIN entered in the WDPS Acquisition Screen B prints in this field.

**Type Code (block 7):** This field prints the following:

Minor Property	=	blank
Class 3	=	4
Class 4	=	1

**Status Code (block 10):** The code is determined by WDPS based on the equipment status:

Active	=	1A
Dept 97, Active	=	4B
Idle	=	3H
Archived	=	5C

**SVC Code (block 11):** Automatically fills in with a “1” for Navy.

**Command Code (block 12):** This prints the code N00019 for NAWCWD.

**Adm Office Code (block 13):** The code printed is generated by WDPS from the UIC of the bar code.

**Manufacturer’s Code (block 15):** This field prints the cage code, regardless of whether it was entered during input, which is linked internally to the equipment manufacturer name in WDPS.

**PEP No. (block 23):** This field is not used at NAWCWD.

**ARD (block 24):** Per the DFAS-CL manual, this field is left blank.

**Electrical Characteristics (block 27):** This field is not used at NAWCWD.

**DIPEC Control No. (block 28a):** This fills in automatically from the DIPEC manufacturer code linked to the equipment manufacturer name in WDPS.

**Possessor Code (block 29):** The code is generated by WDPS based on the UIC of the bar code.

**Inspection Record (blocks 30-51):** Per the DFAS-CL manual, this field is left blank. This is only filled in when an item has been determined idle.

**Condition Code (block 52):** Automatically fills in with an “A1”.

**Operating Test Code (block 53):** Per the DFAS-CL manual, this field is left blank. This is only filled in when an item has been determined idle.

**Validation (block 57):** This field is not used at NAWCWD.

#### 4. Check-Out Procedures

Property Management completes the equipment check-out process for all NAWCWD personnel leaving the government. To prepare for check-out do the following:

- a. Ensure all assets assigned are accounted for and transferred to another accepting user.
- b. Contact Property Management before final check-out. Property Management personnel will verify there's no equipment in the employee's name and assign a property clearance number. Property will not issue the number until all equipment is transferred accordingly.
- c. Missing equipment must be transferred to another user, or copies of signed DD 200's provided to the Property Office to be recorded as “Survey Pending” in WDPS.

#### 5. Government Furnished Equipment (GFE)

Equipment is considered GFE under specific circumstances only. A contractor using a piece of equipment does not constitute GFE status, or warrant it's archival from WDPS. Equipment is placed in GFE status through a formal contract modification. Only upon proof of this action is equipment archived and cognizance released from the owning code.

Delivering equipment back to the government does not constitute “Return of GFE”. Proper paperwork from the Contracts office and written acceptance by the government is required to reinstate equipment to government cognizance in WDPS.

For detailed instructions and policy information contact the GFE representative at NAWCWD.



## **6. Comptroller**

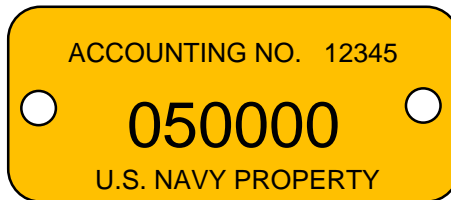
The property equipment records and data base are directly related to the Comptroller and their requirements. For further information on depreciation and capital asset policies, contact the Comptroller at China Lake or Point Mugu.

## Section 11. PROPERTY TAG EXAMPLES

### Standard Bar Code Tag



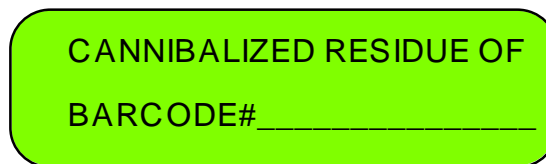
### Pre-Made Brass Tag



### “Non Plant Property” Tag



### “Cannibalized” Sticker



**“Part Of” System Component Tag**

Part of BC#_____
---------------------

**Section 12. SAMPLE FORMATS**

**NAWCWD 7321/3, Property Tag Log**

PROPERTY TAG LOG					
BARCODE	ISSUED TO	DATE	DOCUMENT TYPE AND NUMBER	DATE BARCODED	COMMENTS

NAWCWPNS 7321/3 (Rev. 3-98)

### Minor Property (Class 5) Input Screen

WDPS ACQUISITION SCREEN A				09/15/98	
UIC/TAG	_____ - _____				
Acq Type	_____	Cage (Optional)	_____		
Acq Date	_____	Mfrname	_____		
Mfr Year	_____	Model	_____		
Acq Cost	_____	Serial	_____		
Req/Doc#	_____	Code	_____	Cost Center	_____
JON	_____	Res JON	_____	Bldg	_____
Proc Typ	_____	User	_____	Location	_____
Contract	_____	Equip Mgr	_____		
Remarks	_____				
Fund Code	_____	APPROVAL FLAG	<u>N</u>		
-----					
FYI	Class	_____	FSC	_____	Nomen
ONLY	Site	_____	Useful Life	_____	
-----					
UIC _____ TAG _____ ( ) NEXT RECORD ( ) NEXT RECORD (RETAIN COMMON INFO)					
( ) ACQUISITION MENU (^T) ( ) MAIN MENU (^Y) ( ) LOGOFF (^X) ( ) SCR B (^N)					
( ) DO NOT APPLY CHANGES (^J) ( ) DELETE ITEM FROM TEMP TABLE					
You are entering a new one.					
Count: *0				<Replace>	

## DD 1342, Property Record Card

DOD PROPERTY RECORD												Form Approved OMB No. 0704-0248 Expires Dec 31, 1999							
Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.																			
<b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES; RETURN COMPLETED FORM TO THE CONTRACT ADMINISTRATION OFFICE</b>																			
1.		a. ACTIVE	b. INITIAL	c. IDLE	d. CHANGE	2. JULIAN DATE	3. I.D./GOVERNMENT TAG NO.												
<b>SECTION I - INVENTORY RECORD</b>																			
4. COMMODITY CODE		5. STOCK NUMBER		6. ACQUISITION COST		7. TYPE CODE		8. YR OF MFG		9. POWER CODE		10. STATUS CODE		11. SVC CODE		12. COMMAND CODE		13. ADM OFFICE CODE	
14. NAME AND MANUFACTURER						15. MFR'S CODE		16. MANUFACTURER'S MODEL NO.				17. MANUFACTURER'S SERIAL NO.							
18. LENGTH		19. WIDTH		20. HEIGHT		21. WEIGHT		22. CERTIFICATE OF NON-AVAILABILITY NUMBER				23. PEP NO.		24. ARD		25. CONTRACT NUMBER			
26. DESCRIPTION AND CAPACITY														CONTINUED ON BACK OF FORM <input type="checkbox"/> YES <input type="checkbox"/> NO					
27. ELECTRICAL CHARACTERISTICS																			
a. QUANTITY		b. HORSEPOWER		c. VOLTS		d. PHASE		e. CYCLE		f. AC		g. DC		h. SPEED		i. TYPE AND FRAME NUMBER			
28. PRESENT LOCATION												28a. DIPEC CONTROL NO.							
												29. POSSESSOR CODE							
<b>SECTION II - INSPECTION RECORD (If explanation is required, responds in Remarks)</b>																			
										YES		NO				YES		NO	
30. CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?														42. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?		\$			
31. HAS ITEM BEEN REBUILT/OVERHAULED? IF SO, WHEN?										DATE				43. DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO EXPLAIN UNDER REMARKS BELOW.					
32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW.														44. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW.					
33. WAS ITEM INSPECTED UNDER POWER? IF NOT, EXPLAIN UNDER REMARKS BELOW.														45. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW.					
34. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW.														46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.					
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW.														47. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.					
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?														48. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?					
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?														49. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 26 ABOVE.					
38. WAS ITEM LAST USED ON A FINISHING OPERATION?														50. ESTIMATED COST FOR PACKING, CRATING, HANDLING		\$			
39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?														51. INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION.					
40. IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST.														52. CONDITION CODE.					
41. IS ITEM IN OPERABLE CONDITION?														53. OPERATING TEST CODE.					
<b>SECTION III - REMARKS</b>																			
54. REMARKS																			
STUB # JON# ADPSID#																			
CONTINUED ON BACK OF FORM <input type="checkbox"/> YES <input type="checkbox"/> NO																			
<b>SECTION IV - VALIDATION RECORD</b>																			
57. VALIDATION (Typed name(s) and signature(s))																			

DD FORM 1342, JAN 1997

PREVIOUS EDITIONS ARE OBSOLETE.

## NAWCWD 7320/2, Equipment Information Worksheet

EQUIPMENT INFORMATION WORKSHEET			
REQUISITION/DOCUMENT NO.		JOB ORDER NO.	
COMPETENCY CODE		COST CENTER	
BLDG NO.		ROOM	
USER & PHONE NO. <i>(Name of person using equipment)</i>		EQUIPMENT MANAGER & PHONE NO. <i>(Person accepting POC responsibility)</i>	
UIC	BARCODE	NOMENCLATURE	MANUFACTURER NAME
MODEL NO.	SERIAL NO.		MANUFACTURE YEAR
COMMON NAME	COST		ACQUISITION DATE
COMMENTS:			
NAME <i>(Print Name)</i>		SIGNATURE	
DATE			

NAWCWD 7320/2 (Rev. 3-99)

## Class 3 and 4 Property Input Screens

WDPS ACQUISITION SCREEN A				09/15/98	
UIC/TAG	_____ - _____				
Acq Type	_____	Cage (Optional)	_____		
Acq Date	_____	Mfrname	_____		
Mfr Year	_____	Model	_____		
Acq Cost	_____	Serial	_____		
Req/Doc#	_____	Code	_____	Cost Center	_____
JON	_____	Res JON	_____	Bldg	_____
Proc Typ	_____	User	_____		
Contract	_____	Equip Mgr	_____		
Remarks	_____				
Fund Code	_____	APPROVAL FLAG	<u>N</u>		
-----					
FYI	Class	_____	FSC	_____	Nomen
ONLY	Site	_____	Useful Life	_____	_____
-----					
UIC _____ TAG _____ ( ) NEXT RECORD ( ) NEXT RECORD (RETAIN COMMON INFO)					
( ) ACQUISITION MENU (^T) ( ) MAIN MENU (^Y) ( ) LOGOFF (^X) ( ) SCR B (^N)					
( ) DO NOT APPLY CHANGES (^J) ( ) DELETE ITEM FROM TEMP TABLE					
You are entering a new one.					
Count: *0				<Replace>	

WDPS ACQUISITION SCREEN B				09/15/98	
UIC/TAG	_____ - _____				
Component Group UIC	_____	TAG	_____	Sponsor UIC	_____
Transportation	_____	Installation	_____		
Salvage Value	_____	Operational Date	_____		
CNA	_____	NIIN	_____		
Call	_____	CPP ID No	_____		
Commodity Cd	_____	Power Cd	_____		
PMIC	_____	Length	_____		
Hazard Mat	_____	Width	_____		
		Height	_____		
		Weight	_____		
Approval Flag	<u>N</u>		Accum Depr	_____	
Updater	_____		Last Update	_____	
-----					
UIC _____ TAG _____ ( ) NEXT RECORD ( ) NEXT RECORD (RETAIN COMMON INFO)					
( ) ACQUISITION MENU (^T) ( ) MAIN MENU (^Y) ( ) LOGOFF (^X) ( ) SCREEN A (^H)					
( ) DO NOT APPLY CHANGES (^J) ( ) DELETE ITEM FROM TEMP TABLE					
Count: *0				<Replace>	



## NAWCWD 7320/3, Notice Of Equipment Transfer/Disposition

NOTICE OF EQUIPMENT TRANSFER/DISPOSITION						<input type="checkbox"/> TRANSFER <input type="checkbox"/> DISPOSAL		SUBMITTAL DATE	
TO				FROM Amy Enriquez					
RELINQUISHING USER				ACCEPTING USER OR DISPOSAL AUTHORITY					
NAME (Print)		CODE	PHONE NUMBER	NAME (Print)		CODE	PHONE NUMBER		
SIGNATURE			DATE	SIGNATURE			DATE		
				WAREHOUSE LOCATION					
IDENTIFICATION		NOMENCLATURE	MODEL NUMBER	SERIAL NUMBER	PAYOFF/ BOOK VALUE	NEW LOCATION		WORKING	
UIC	BARCODE					BUILDING	LOCATION	YES	NO
DECLASSIFICATION METHOD		PERSON(s) RESPONSIBLE FOR SANITIZING EQUIPMENT <i>Signature</i>			DIV/DEPT AUTHORIZING SIGNATURE		DATE		
<input type="checkbox"/> DEGAUSS <input type="checkbox"/> OVERWRITE									

NAWCWPNS 7320/3 (Rev. 6-99)

Equipment is received at Warehouse 41 by APPOINTMENT ONLY. For appointment or info, call 939-21

## NAWCWD 7320/1, Government Property Removal Authorization

<b>GOVERNMENT PROPERTY REMOVAL AUTHORIZATION</b>		
<p align="center"><b>INSTRUCTIONS</b></p> <p align="center">1. Use only if equipment is unclassified.                  2. Prepare original and one copy.                  3. If item is ADPE, prepare original and two copies.</p>		
NAME OF REQUESTER <i>(Print)</i>	OWNING CODE	TELEPHONE NO.
REQUEST DATE	DUE DATE <i>(Max. 1 year)</i>	DATE RETURNED
EQUIPMENT MANAGER		TELEPHONE NO.
TEMPORARY LOCATION OF EQUIPMENT		
<b>EQUIPMENT DESCRIPTION</b>		
BAR CODE NO.	SERIAL NO.	MODEL NO.
JUSTIFICATION IF EQUIPMENT IS ADPE		
SIGNATURE OF REQUESTER		DATE
AUTHORIZING SIGNATURE		DATE
<b>INFORMATION SYSTEM SECURITY COORDINATOR (ISSC) INFORMATION</b>		
<p>When computers are used off-site, the borrower agrees to:</p> <p>a. Provide adequate protection from environmental hazards (heat, smoke, dust, power surges, etc.) and                  b. Report all damages or loss to the department ISSC, Property Management, and station police.                  c. Use for official government business only.                  d. Use only authorized government software on the system.                  e. Not process classified data.                  f. Protect all sensitive data (magnetic media, hard copies, waste, etc.) from unauthorized disclosure.                  g. Notify the department ISSC when the system is returned.</p>		
ISSC SIGNATURE <i>(If applicable)</i>		SID NO.

NAWCWPNS 7320/1 (2-98)

Original - Requester; Copy-Office file  
 Copy - ISSC, if applicable

## DD 200 (Front), Financial Liability Investigation of Property Loss

<b>FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS</b>									
<b><u>PRIVACY ACT STATEMENT</u></b>									
<b><u>AUTHORITY:</u></b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397					<b><u>ROUTINE USES:</u></b> None.				
<b><u>PRINCIPAL PURPOSE:</u></b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.					<b><u>DISCLOSURE:</u></b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.				
<b>1. DATE INITIATED (YYMMDD)</b>			<b>2. INQUIRY/INVESTIGATION NUMBER</b>			<b>3. DATE LOSS DISCOVERED(YYMMDD)</b>			
<b>4. NATIONAL STOCK NO.</b>		<b>5. ITEM DESCRIPTION</b>			<b>6. QUANTITY</b>		<b>7. UNIT COST</b>		<b>8. TOTAL COST</b>
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <i>(Attach additional pages as necessary)</i>						<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED		
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> <i>(Attach additional pages as necessary)</i>									
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>									
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				b. TYPED NAME <i>(Last, First, Middle Initial)</i>			c. AUTOVON/DSN NUMBER		
				d. SIGNATURE			e. DATE SIGNED		
<b>12. (X one)</b>		<b>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <u>NG A</u> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>							
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED <i>(X one)</i>		b. COMMENTS/RECOMMENDATIONS							
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No									
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				d. TYPED NAME <i>(Last, First, Middle Initial)</i>			e. AUTOVON/DSN NUMBER		
				f. SIGNATURE			g. DATE SIGNED		
<b>13. APPOINTING AUTHORITY</b>									
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS/RATIONALE					c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>		
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove							<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>			f. AUTOVON/DSN NUMBER		
				g. SIGNATURE			h. DATE SIGNED		
<b>14. APPROVING AUTHORITY</b>									
a. ACTION <i>(X one)</i>		b. COMMENTS/RATIONALE					c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>		
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove							<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>				e. TYPED NAME <i>(Last, First, Middle Initial)</i>			f. AUTOVON/DSN NUMBER		
				g. SIGNATURE			h. DATE SIGNED		

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-9100

## DD 200 (Back), Financial Liability Investigation of Property Loss

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON/DSN NUMBER
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (one)			
(1) Submit the attached statement of objection.		(2) Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
f. AUTOVON/DSN NUMBER		g. SIGNATURE	h. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON/DSN NUMBER
		e. SIGNATURE	f. DATE SIGNED

DD Form 200 (Back), FEB 91

**DD 1348-1A, Issue Release/Receipt Document**

## DD 1149, Requisition and Invoice/Shipping Document

[illegible]

**NAWCWD 7320/4, Property Management/WDPS Authorization User Agreement**

## Section 13. WDPS REFERENCE TABLES

### Acquisition Type Codes

CODE	DEFINITION
A	New Procurement
E	Received In From Another Activity
F	Donation - Sponsor
G	GBI
H	Reactivated from Disposal
I	Recovered - DD 200
J	Contract Close-out
K	Returned from GFE
L	Reactivation - Other

### Procurement Type Codes

CODE	DEFINITION
1	Contract Number
2	Bankcard Number
3	SPEDI Number
4	Milstrip
5	Work Request
6	Transfer From Other Activity
7	GBI
8	Data Conversion Only



**Section 14. CLASS 3/4 POWER CODE CHART****Power Code Chart**

<b>Description</b>	<b>Code</b>
No input required	00
Electric motor driven (use only when volts, phase, cycle, or current cannot be determined)	10
110, 115, or 120 Volt A.C. 1 phase 60 cycle	11
110, 115, or 120 Volt A.C. 1 phase less than 60 cycle	12
110, 115, or 120 Volt A.C. 1 phase or more than 60 cycle	13
110, 115, or 120 Volt A.C. 3 phase 60 cycle	14
110, 115, or 120 Volt A.C. 3 phase less than 60 cycle	15
110, 115, or 120 Volt A.C. 3 phase more than 60 cycle	16
120/208 Volt A.C. 3 phase 60 cycle	17
120/208 Volt A.C. 3 phase less than 60 cycle	18
120/208 Volt A.C. 3 phase more than 60 cycle	19
110/220 Volt A.C. 1 phase 60 cycle	21
110/220 Volt A.C. 1 phase less than 60 cycle	22
110/220 Volt A.C. 1 phase more than 60 cycle	23
110/220 Volt A.C. 3 phase 60 cycle	24
110/220 Volt A.C. 3 phase less than 60 cycle	25
110/220 Volt A.C. 3 phase more than 60 cycle	26
208 Volt A.C. 1 phase 60 cycle	27
208 Volt A.C. 1 phase less than 60 cycle	28
208 Volt A.C. 1 phase more than 60 cycle	29
208 Volt A.C. 3 phase 60 cycle	31
208 Volt A.C. 3 phase less than 60 cycle	32
208 Volt A.C. 3 phase more than 60 cycle	33
220, 225, or 230 Volt A.C. 1 phase 60 cycle	34
220, 225, or 230 Volt A.C. 1 phase less than 60 cycle	35
220, 225, or 230 Volt A.C. 1 phase more than 60 cycle	36
220, 225, or 230 Volt A.C. 3 phase 60 cycle	37
220, 225, or 230 Volt A.C. 3 phase less than 60 cycle	38
220, 225, or 230 Volt A.C. 3 phase more than 60 cycle	39
220/440 Volt A.C. 1 phase 60 cycle	41
220/440 Volt A.C. 1 phase less than 60 cycle	42

**Power Code Chart, cont.**

<b>Description</b>	<b>Code</b>
220/440 Volt A.C. 1 phase more than 60 cycle	43
220/440 Volt A.C. 3 phase 60 cycle	44
220/440 Volt A.C. 3 phase less than 60 cycle	45
220/440 Volt A.C. 3 phase more than 60 cycle	46
440, 460, or 480 Volt A.C. 1 phase 60 cycle	51
440, 460, or 480 Volt A.C. 1 phase less than 60 cycle	52
440, 460 or 480 Volt A.C. 1 phase more than 60 cycle	53
440, 460, or 480 Volt A.C. 3 phase 60 cycle	54
440, 460, or 480 Volt A.C. 3 phase less than 60 cycle	55
440, 460, or 480 Volt A.C. 3 phase more than 60 cycle	56
550 Volt A.C. 3 phase 60 cycle	57
550 Volt A.C. 3 phase less than 60 cycle	58
550 Volt A.C. 3 phase more than 60 cycle	59
2300 Volt A.C. 3 phase 60 cycles	61
2300 Volt A.C. 3 phase less than 60 cycle	62
2300 Volt A.C. 3 phase more than 60 cycle	63
4160 Volt A.C. 3 phase	64
6600 Volt A.C. 3 phase	65
11500 and 12000 Volt A.C. 3 phase	66
13200 Volt A.C. 3 phase	67
15000 Volt and above A.C. 3 phase	68
Alternating current not elsewhere classified	69
Universal service (A.C. and D.C.)	70
6 Volt D.C.	71
12 Volt D.C.	72
24 Volt D.C.	73
27 or 28 Volt D.C.	74
32 Volt D.C.	75
48 Volt D.C.	76
110, 115, 120, 125 Volt D.C.	81
110/220, 115/230, 120/240, or 125/250 Volt D.C.	82
220/230 Volt D.C.	83
220/240 Volt D.C.	84
440 Volt D.C.	85
Direct current not elsewhere classified	89

**Power Code Chart, cont.**

<b>Description</b>	<b>Code</b>
Diesel engine drive	90
Gasoline engine drive	91
Hydraulic drive	92
Pneumatic drive	93
Steam drive	94
Coal- or coke-fired	95
Gas-fired	96
Oil-fired	97
Hand-or foot-powered	98
Operating power not elsewhere classified	99

## Section 15. Property Management/WDPS Authorization Form

### 1. Completing the Authorization Form

- a. Primary Equipment Manager: Check this box if your designation is Primary Equipment Manager.

Primary Equipment Manager – Those individuals that were designated by the Department Head to perform Property functions for their respective organizations. These personnel should have all Data Entry Authorizations.

- b. Secondary Equipment Manager: Check this box if your designation is for a Secondary Equipment Manager.

Secondary Equipment Manager – Individuals assigned by the Primary EM's to help perform those property functions, in some cases their data entry authorizations are limited.

- c. NAME: Your complete name.
- d. CODE: The code that you are currently assigned to.
- e. TELEPHONE NUMBER: Your present telephone number.
- f. E-MAIL ADDRESS: Your current e-mail address.

### SECTION A. COGNIZANT CODES (*Codes you have the authority to maintain*)

1. CODE AUTHORITY: List the code or all codes within a section, branch, division, department or competency that you are requesting authority for. See AUTHORITY EXAMPLES in the shaded area to the right of the form for help.
2. MULTIPLE CODE AUTHORITY: If your code authority is to be for multiple codes and not all the codes are within a specific section, branch, division, department or competency. If your authority is to be for specific codes within a department enter each code individually.

New: Check this box if you have never completed a Property Management/WDPS authorization form before.

Addition: Check this box if you are requesting additional code or level of authorizations to your present authorities. List all the codes (*old and new*) that you are requesting authority for.

Revised: Check this box if you are requesting authorities for different codes other than your present ones. List all the codes (*old and new*) that you are requesting authority for.

## SECTION B. AUTHORIZATION

### LEVEL OF AUTHORIZATION

1. NEW ACQUISITION DATA ENTRY: Enter new bar code records into the WDPS temporary table. These records must be approved by Property Management before becoming active in WDPS.
2. REACTIVATION: Reactivating records archived in WDPS (*e.g., items transferred from DRMO or equipment that was surveyed, but later found*). Doesn't include GFE, erroneous entries or cannibalized equipment.
3. RECORD MAINTENANCE: Make changes to existing records in WDPS (*e.g., user, location, etc.*).
4. FINANCIAL CHANGE: (*Minor equipment only*) Make financial changes to existing minor equipment in WDPS. (*e.g., user, location, etc.*).
5. MASS CHANGE: Mass transfer of equipment records from one code to another, one user to another, or one location/user to another. (*This authority should be limited to Primary Equipment Managers only*).
6. ON-LINE TRANSFER: Direct transfer from one user to another. Relinquishing and accepting users must both agree to and perform the change.

## SECTION C. USER AGREEMENT

**Read this section very thoroughly and carefully. It explains that you are to protect your password, who has the authority to sign your authorization form and where to return the form when completed.**

USER NAME (*Printed*): Print the name of the person authorized to use this account.

**USER SIGNATURE:** The signature of the person authorized to use this account.

**DATE:** The date the User signs.

**AUTHORIZING NAME:** Print the name of the person signing for the Department. A Level 2 Department head or administrator only.

**AUTHORIZING SIGNATURE:** Signature of the Level 2 Department head or administrator.

**DATE:** The date the authorizing person signs.

**PROPERTY MANAGEMENT/WDPS USE ONLY:** Do not write in this section.